

**POSITIVE PRISON? POSITIVE FUTURES... SCIO**

**ANNUAL REPORT 2016**

*for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2016*

*Registered Charity no: SC043426  
Robertson House, 152 Bath Street, Glasgow G2 4TB  
0141-353 4312 · [www.positiveprison.org](http://www.positiveprison.org)  
FREEPOST POSITIVE PRISON*

## **POSITIVE PRISON? POSITIVE FUTURES**

Trustees Report  
Period ended 31<sup>st</sup> December 2016

The Trustees of **Positive Prison? Positive Futures... SCIO** have the pleasure of presenting their report with financial statements and the Independent Examiner's Report for the period ended 31<sup>st</sup> December 2016.

### **REFERENCE AND ADMINISTRATIVE INFORMATION**

Charity Number            SC043426

Registered address        Robertson House  
   152 Bath Street  
   Glasgow  
   G2 4TB

### **TRUSTEES**

Nancy Loucks (Chair)	appointed 20/9/12
Fergus McNeill (Vice chair)	appointed 20/9/12
Dan Gunn (Secretary)	appointed 1/12/14
Brigadier Hugh Monro	appointed 27/2/14
Lesley Martin	appointed 27/5/16
John Gilruth	appointed 1/6/16
Michael Williams	appointed 1/6/16
Ritchie Graham	appointed 11/3/15 <i>resigned 28/9/16</i>
Karyn McCluskey	appointed 20/9/12 <i>resigned 18/4/16</i>

### **STAFF**

Chief Executive	Pete White	appointed 1/11/12
Administrator	Solveig Einarsdottir	
Independent Examiner	Hugh Craig 25 Traquair Park Edinburgh EH12 7AN	

# **POSITIVE PRISON? POSITIVE FUTURES**

Trustees Report *cont...*  
Period ended 31<sup>st</sup> December 2016

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The Charity is administered in accordance with the terms of its constitution. It was registered as a Scottish Incorporated Organisation (SCIO) on 20<sup>th</sup> September 2012.

### **Recruitment and Appointment of Trustees**

The Charity Trustees are appointed in accordance with the Charity's Constitution. At each Annual General Meeting, the members may elect any member to be a Charity Trustee. The Board may at any point appoint any member to be a Charity Trustee. At each AGM, all of the Charity Trustees must retire from office – but shall then be eligible for re-election.

### **Trustee Induction and Training**

On appointment Charity Trustees are presented with the Charity's Constitution and are briefed on the operations, financial status and other aspects of the Charity by the Trustees and Coordinator.

### **Risk Management**

The Charity Trustees regularly review the risks to which the Charity is exposed and puts in place procedures as required to mitigate these risks.

### **Organisational Structure**

The Charity Trustees meet regularly and are responsible for all strategic decisions.

The Chief Executive is responsible for the day to day management of the business of the Charity, reporting to the Chair of the Trustees.

The Members: Membership is open to any individual aged 18 or over who is an ex-prisoner and ex-offender or who represents or works for an organisation associated directly or indirectly with the criminal justice system or the reduction of offending and reoffending; for the benefit of those directly affected by the criminal justice system (such as the families of prisoners, ex-prisoners and ex-offenders); working for penal reform; the study of criminology or the Scottish Prison Service.

The Board: who hold regular meetings, and generally control the activities of the organisation, is responsible for monitoring and controlling the financial position of the organisation.

The Trustees are responsible for all decision making.

## **POSITIVE PRISON? POSITIVE FUTURES**

Trustees Report *cont...*  
Period ended 31<sup>st</sup> December 2016

### **Related Parties**

Positive Prison? Positive Futures is a stand-alone Charity and has no relationship with any third parties.

### **OBJECTS AND ACTIVITIES**

#### **Charitable purposes**

The objects and principal activities of the Charity are to enable people within the criminal justice system to recognise that it is possible to make their own decisions to move away from offending and to re-establish their citizenship within their own community.

To offer policy makers and others who devise, design and commission services and programmes intended to reduce offending and reoffending in Scotland feedback derived from the direct personal experiences of the people for whom these services are intended.

To use our collective experiences, abilities, skills, commitment and energies to reduce offending and reoffending in Scotland and to help build safer communities.

## **POSITIVE PRISON? POSITIVE FUTURES**

Trustees Report *cont...*  
Period ended 31<sup>st</sup> December 2016

### **ACTIVITY REPORT 2016**

#### *SUMMARY*

Our work continued to focus primarily on the lives of short term prisoners and young offenders because there is little, if any, statutory provision of support for these people when re-joining the community.

#### *REPRESENTATION*

Our work engaging with people inside Scottish prisons, on their release or later in the community has continued and, through these ongoing contacts with individuals, we maintain our awareness of the issues and barriers they encounter as they seek to rebuild their lives. This informs our representation at national level on behalf of people subject to punishment and also enables the processes by which the people we meet can be introduced to services that could support their rehabilitation and/or resettlement.

#### *NATIONAL ACTIVITY*

Our involvement continued with the ongoing redesign of community justice in Scotland at parliamentary, government, Community Justice Authority, Redesign & Performance Management Board, steering group and workstream levels as well as at public consultation events.

We worked with the Scottish Government Fair Work and Justice Directorates to facilitate the development of an Employer Support Network intended to increase the number of employers willing to consider including people with convictions in their recruitment processes. This group includes Scottish Prison Service HQ, Department of Work & Pensions, Skills Development Scotland, BBC Scotland as well as private and third sector employers.

Working with the Scottish Prison Service and the Royal Bank of Scotland a process by which serving prisoners could open bank accounts prior to release was introduced as a pilot project in HMP Edinburgh.

We joined the Scottish Public Services Ombudsman Customer Sounding Board and also became members of the SPS Women's Strategy External Advisory Group.

In addition to our ongoing membership of the Independent Prison Monitoring Advisory Group we worked with the Independent Prison Monitor Coordinators to facilitate focus groups inside prisons as part of the Process Evaluation of the first year of the independent monitoring system.

## **POSITIVE PRISON? POSITIVE FUTURES**

Trustees Report *cont...*  
Period ended 31<sup>st</sup> December 2016

### *RESEARCH*

Our engagement with academics continued through undergraduate and post graduate research in Glasgow, Strathclyde, Glasgow Caledonian, Edinburgh, Stirling, St Andrews, Napier and Aberdeen Universities. We also contributed to seminars and classes in the universities of Dundee, Edinburgh, Napier, Robert Gordon, Strathclyde, Stirling and West of Scotland. We were also a partner in a Scottish Universities Insight Institute project exploring Progressive Values for Scottish Justice.

### *WIDER ENGAGEMENT*

We hosted four group/open space meetings in Glasgow. These meetings start in the morning with our core activists sharing their experiences and ideas for positive change. Then, over and after lunch, the meetings open up to include people from many walks of life in discussions around on topics identified in the preceding core activist session. These meetings, involving approximately 200 attendees this year, are attended by statutory providers and other third sector organisations on the basis that there is no formal agenda, no use of post-its or flipcharts and there is no feedback session at the end.

We contributed to a number of national conferences and events on a variety of themes relating to justice and also made presentations to seminars on fraud and homelessness run by the RBS and the Legal Services Agency.

### *STAFF*

In June 2016 a new post of Development Manager funded in the first instance by Scottish Government to 31<sup>st</sup> March 2017.

### *TRUSTEES*

At board level there were a number of changes. Ritchie Graham and Karyn McCluskey both stood down. Lesley Martin, currently studying for a Doctorate in Business Administration - formerly City Strategy & Economy Manager, City of Edinburgh Council was co-opted as a trustee as was Michael Williams, retired International Hotelier with experience in America, Canada, SE Asia and China. John Gilruth, retired Head of Housing and Community Care of Perth & Kinross Council, previously a criminal justice social worker, was elected as a trustee.

## POSITIVE PRISON? POSITIVE FUTURES

Trustees Report *cont...*  
Period ended 31<sup>st</sup> December 2016

### FINANCIAL REVIEW

The Charity had unrestricted reserves of £42574 and £134517 restricted reserves at the period end for the purpose of meeting future expenses. The restricted funds were received as part of the disposal of the assets of the now wound-up charity Caledonia Youth. These funds are to be used to run the project known as 'Amplifying the Voice of Young People'.

### PRINCIPAL FUNDING SOURCES

The principal sources of unrestricted funding in the period were the Scottish Government Community Justice Division and the Monument Trust. The restricted funds were transferred to us as part of the disposal of assets arising from the closure of the charity Caledonia Youth.

### RESERVES POLICY

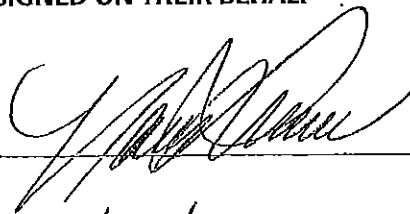
The Charity Trustees have established a reserves policy whereby the free unrestricted funds necessary to meet the working capital of the SCIO should be expressed as sufficient for a minimum of three months operating costs.

### PLANS FOR FUTURE PERIODS

We intend to continue to build our capacity and effectiveness through additions to the core team and more collaborations whilst we remain open to new opportunities that may be explored in an innovative manner.

### APPROVED BY THE TRUSTEES AND SIGNED ON THEIR BEHALF

Nancy Loucks  
name



(trustee)

Date:

21/11/17

**Independent Examiner's Report to the Trustees of Positive Prison? Positive Futures...**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2016 which are set out on page10

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

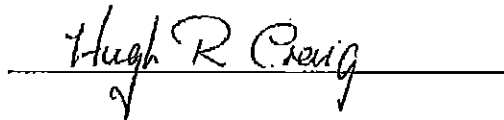
In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
  
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name & Qualification: **Hugh R Craig**  
**Fellow of the Association of Chartered Certified Accountants**

Address: *25 Traquair Park West, Edinburgh EH12 7AN*

Signed:



Date: 20 November 2017



## POSITIVE PRISON? POSITIVE FUTURES

### Statement of Financial Activities to 31 December 2016

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2016</i>	<i>Total 2015</i>
<b>Income</b>				
Grants	131898	134517	266415	95000
Donations				280
Income from Charitable Activities	139		139	2125
Bank interest etc.	25		25	46
<b>Total Income</b>	<b>132062</b>	<b>134517</b>	<b>266579</b>	<b>97451</b>
<b>Expenditure on :</b>				
Office Space	5223		5223	4586
Insurance	1037		1037	882
Wages & social security	103693		103693	91478
Telephone, internet & software	3298		3298	2,875
Postage, stationery & printing	1113		1113	1072
Travel & subsistence	9261		9261	8784
Purchase of equipment	502		502	1364
Workshops, courses & catering	7805		7805	6651
Memberships	205		205	765
Legal & professional	5127		5127	5977
Sundry expenses	392		392	1,749
<b>Total Expenditure :</b>	<b>137655</b>		<b>137655</b>	<b>126183</b>
<b>Surplus/(Deficit) for the year</b>	<b>-5593</b>	<b>134517</b>	<b>128924</b>	<b>-28732</b>

#### Funds Reconciliation

	£	£	£	£
Funds Brought Forward	44381		44381	73113
Funds Carried Forward	38788	134517	173305	44381

#### Balance Sheet as at 31 December 2016

##### Current Assets

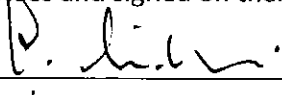
Cash at Bank	42574	134517	177091	46423
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##### Current Liabilities

Creditors falling due within one year	3786		3786	2042
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<b>Total Charity Funds</b>	<b>38788</b>	<b>134517</b>	<b>173305</b>	<b>44381</b>
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The accounts were approved by the Trustees and signed on their behalf:

MICHAEL WILLIAMS  (trustee)  
name signed

November 28<sup>th</sup> 2017  
date

**POSITIVE PRISON? POSITIVE FUTURES**  
**Notes to the Financial Statements 2016**

**Nature and purpose of funds**

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

**Trustee Remuneration and Expenses**

Trustees did not receive any remuneration during the period.

Travel expenses paid to trustees during the period were £23.30.

**Grants and Other Significant Income**

	<b>Unrestricted Funds 2016</b>	<b>Restricted Funds 2016</b>	<b>Total 2016</b>
Scottish Government	86,898		86,898
Monument Trust	45,000		45,000
Caledonia Youth (wind-up)		134,517	134,517